

# **HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**

## **REGULAR MEETING MINUTES**

Housing Authority Office

May 15, 2014

8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson was excused; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Ward, Commissioner; Ms. Fields, Executive Director.

The meeting was called to order at 8:35 a.m. by the Chairperson.

### **MINUTES**

A motion was made by Ms. Hall and seconded by Mr. Eddy to accept the minutes of the April 16, 2014 Regular Meeting. Motion approved unanimously.

### **COMMENTS FROM THE PUBLIC**

None

### **COMMUNICATIONS**

#### **HUD – Higher Administrative Fees Denied**

Ms. Fields reported that her request to HUD for a higher administrative fee was denied for two reasons. (1) It does not operate over a large geographical area covering multiple counties which are predominately non metro area. The Housing Authority covers 173 square miles over two counties that are non-metro. In the denial HUD defined a large geographical area as over 2,500 square miles. On the qualifying requirements form, a large geographical area was not defined as a specific number of square miles. (2) “No shortfall projected based on projected expenses. The published rate is sufficient to cover your budgeted administrative expenses.” As part of the required back-up documentation, the 2014 budget was sent showing a deficient larger than the reserves and an assumption of a higher lease up rate than has been achieved this year. HUD’s response was technically correct that the “published rate” would support the program through this year; however, the “published rate” is not what is being paid. The “published rate” has not been paid since 2003. In closing HUD stated that the Housing Authority should continue to use the published Administrative Fee rates....adjusted by the ongoing pro-ration. HUD did not use the “ongoing pro-ration” to determine the projected shortfall.

### **REPORTS OF THE DIRECTOR**

#### **Bills**

A motion was made by Ms. Ward and seconded by Mr. Eddy to approve the April bills. Motion approved unanimously.

#### **Financial Reports –A (General)**

A motion was made by Mr. Eddy and seconded by Ms. Ward to approve the March Financials. Motion approved unanimously.

**Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Eddy and seconded by Ms. Ward to approve the April Section 8 Statistical Report. Motion approved unanimously.

**REPORT FROM TENANT REPRESENTATIVE**

**Human Services Advisory Committee**

Mr. Eddy reported that he missed the meeting last month. He stated a few things from the draft of the minutes including that Carolyn McAuliffe had been hired as the new outreach social worker and over 100 resumes have been received to fill the vacancy of the senior center program coordinator position.

**General Reports**

Mr. Eddy suggested that a better alternative to the galvanized metal cans provided by the Town, for sand and salt, be considered before next winter. This past winter, the tops went missing resulting in the cans being filled with snow and ice/water. In addition, they were not very accessible when needed due to snow being piled all around them. The possibility of making attractive sand boxes out of a composite that would not require maintenance and leaving them in place year round was discussed. The Town could fill them with sand and leave them in place until the following winter. No sand removal would be necessary.

Mr. Eddy suggested the lawn needed some lime under the trees behind the garage. The Board agreed and Ms. Fields stated that it was part of the Phase II landscaping plan which would be reviewed under Committee Reports.

**COMMITTEE REPORTS**

**Development Committee/Executive Session**

The Development Committee met on April 30, 2014 to discuss changes to job tasks and responsibilities for housing authority personnel to allow the Executive Director time to focus on (1) housing development projects to further the mission of the Housing Authority to create affordable housing, and (2) ways for the Housing Authority to produce income independent of the specific housing programs to further support the mission goals.

Ms. Fields asked the Chairman to request a vote to go into Executive Session to discuss information which contains privileged information. The Chairman requested a motion be made.

A motion was made by Ms. Ward and seconded by Ms. Hall to go into Executive Session and to invite Ms. Fields at 9:58 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:48 a.m.

A recommendation was made by the Committee Chairman to implement the changes to personnel responsibilities and to add a full time Project Supervisor position.

A motion was made by the Development Committee Chairman to implement the changes to personnel responsibilities and add a full time Project Supervisor position

upon the unanimous email vote of the Board members. Motion approved unanimously via email on May 16, 2014 at 10:35 a.m.

#### **Quality of Life Committee**

A Committee meeting took place following the last Board Meeting to discuss Phase II of the Wrights Village Landscaping project. Ms. Ward stated that she was meeting with Milrick Landscaping to discuss the next phase of landscaping at Wrights Village. The Committee members walked around the property to identify areas that needed work.

Quotes were received from Milrick Landscaping for both the water gardens and for three organic fertilizer applications over the next few months for the entire property. The cost for both is \$10,000.

A motion was made by the Committee Chairman to approve \$10,000 for two water gardens and lawn feeding. Motion approved unanimously.

#### **UNFINISHED BUSINESS**

##### **Section 8 Financing Update**

Ms. Fields reported that there has been solid support for the Section 8 program by the towns being served by the Authority. All towns, with the exception of Coventry, have approved the requested funds in their budgets and those budgets will now go to the voters for approval.

The Town of Mansfield has included \$12,000 to its budget. The budget will be presented to voters for approval on May 13, 2014.

The Town of Willington has included \$2,927 to its budget. The budget will be presented to voters for approval on May 6, 2014.

The Town of Ashford has included \$2,439 in its budget. The budget will be presented to voters for approval on May 6, 2014.

The Town of Chaplin has included \$1,463 in its budget. The budget will be presented to voters for approval on May 12, 2014.

Having heard nothing from the Town of Coventry, it is assumed that it has decided not to provide its pro-rated share of costs in the amount of \$1,626.

##### **Holinko Estates Solar Panels**

The project contract is expected to be signed soon. The electrician will review the meters to assess how the solar panel system will cover all the electrical usage.

##### **Holinko Site Lighting Project**

The project to upgrade all exterior lighting on both buildings and around the site to LEDs was started on May 14, 2014 and if not already completed, should be completed today.

#### **NEW BUSINESS**

##### **Investment Options**

Ms. Fields presented CD rates at both Liberty Bank and People's United. Due to the reduction in the balance due to the projects being completed over the next couple months, it was agreed that no change to the money market accounts will be made at this time.

**Proposed PHA 5-Year Plan**

Ms. Fields presented proposed goals and objectives for the 5-year plan to be submitted to HUD. The Board approved the plan with no comments.

**MEETING DATE REVIEW**

The July Board Meeting has changed from July 17, 2014 to July 30, 2014.

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 10:51 a.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson